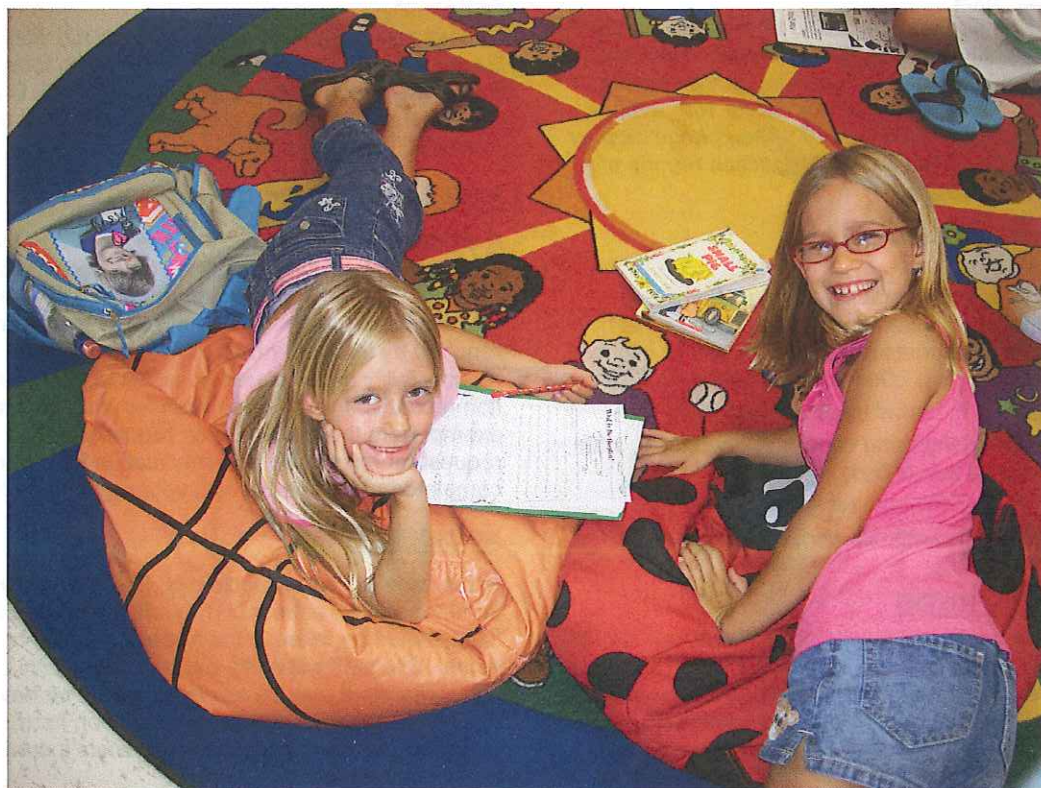


Parent **KID** Handbook **ZONE**

Enrichment Program



Summer 2010

tempe.gov/kidzone

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Policies and Procedures

DHS LICENSING

Kid Zone is licensed and inspected by the Arizona Department of Health Services (DHS). Facility inspection reports are available for public viewing at the *Arizona Department of Health Services, 150 North 18th Avenue, Suite 400, Phoenix, Arizona 85007. Their phone number is (602) 364-2539.* DHS Facility Inspection reports are also available at the site.

STAFF QUALIFICATIONS

Kid Zone staff members:

- Meet or exceed established educational & experience requirements for the position held, many hold degrees in early childhood or elementary education & other related fields.
- Participate in formal trainings each year.
- Undergo background checks through local, state, and federal authorities.
- Certified in CPR and 1st Aid.
- Are supported with training, resources, and administration.

STAFF/CHILD RATIO

To ensure the continued quality of Kid Zone, our staff to child ratio is approximately 1 staff member to 13 children. This exceeds the standards of 1 to 20 set forth by the Arizona Department of Health Services (DHS).

SCHOOL AGE REQUIREMENTS

Kindergartners must be 5 years old and completed Kindergarten to participate in 2010 Summer Programs. Children who have completed 5th - completed 8th grades may participate in the Middle School Camp or Ward sites.

LUNCH

Children are required to bring a non-perishable lunch and drink everyday. Refrigerators and microwaves will not be available.

SNACKS

Snacks are provided as a part of each Kid Zone day. Each snack is composed of food from two food groups and meets the nutritional guidelines of DHS. Children are encouraged to eat a snack everyday and may have "seconds" upon request.

IMMUNIZATIONS

A child's immunization records are required at the time of registration or anytime during the operation of the program if necessary. The immunization record provided by the parent shall contain all of the information required by the Department of Health Services. It is the responsibility of the parent/guardian to keep immunization records current. If you wish for your child to be exempt from the immunization requirements, a DHS request for exemption to immunization form must be completed and turned in with your registration form.

ACCIDENTS

In the case of serious accidents, Paramedics will be summoned for treatment. They will advise whether the child should be taken to the nearest hospital by ambulance. Site staff will notify a parent as quickly as possible. Treatment may be rendered only if we have written authorization on file (see registration form). Parent/guardian will be responsible for all costs incurred in such emergencies.

INSURANCE

The City of Tempe or the Kyrene or Tempe Elementary School Districts do not provide medical or accident insurance. **Kid Zone meets current state standards for liability insurance.**

Policies and Procedures

ILLNESS

Children who are ill (swollen glands, unexplained rashes, head or stomach aches, head lice), who have had a fever within the past 24 hours, or who did not attend school will not be accepted into Kid Zone on that day. Parents must inform the site staff when an absence is due to a potentially infectious illness so that DHS reporting regulations can be implemented.

If a child becomes ill during the program,

- Site staff will contact the parent/guardian or other authorized party.
- It is expected that the child will be picked up from the program immediately.
- An isolated area will be provided for the child to rest until a parent arrives.

EMERGENCIES

The Kid Zone Enrichment Program is familiar with and implements the emergency, safety, and operating procedures of the school and all of the policies/procedures set forth in the school's student handbook. Fire drills are conducted on a monthly basis so staff and children are familiar with evacuation procedures.

MEDICATION

In order for Kid Zone staff to administer medications,

- A consent form for the administration of medication must be completed by the parent/guardian with a Kid Zone staff member at the site and kept on file.
- All medications must be brought in by the parent/guardian and given directly to the designated Kid Zone site staff to be kept in a secured place at the site.
- Prescription medication must be in the original container and pharmacy label, including the child's name, date, and name of medication, dosage, frequency and RX number.
- Non-prescription medication must also be in the original container and include directions of dosages, compound contents and proportions clearly marked.
- Medications will be returned to the parent when the medication is no longer being administered to the child.
- Kid Zone will dispose of medications after two weeks of the expiration date or after two weeks of a child's withdrawal from the program.

How to Report an Absence

Call the Site

Call the Kid Zone site where your child attends and leave a message on the voicemail with the following information: your name, your child's name, the date, and reason for the absence. If your child is absent from Summer School/Academy, you must call the site and report them absent from Kid Zone as well.

Call the Business Office

You can call the Business Office to report an absence and they will call the site and let them know not to expect your child for that day. If you get a voicemail, please leave the following information: your name, your child's name, the date, and reason for the absence.

Business Office #: 480-350-5400

- Old medication containers may not be refilled with new medication.
- It is the parent's responsibility to supply the program with a new consent form and medication for school recess camps. These forms will not transfer to another site.

PERSONAL PROPERTY

Kid Zone is not responsible for any personal items or clothing that are lost or damaged at the site. Parents are asked to monitor what children bring or wear to the program. Please label your child's belongings to ensure your child receives his/her items back.

CHANGE OF PARTICIPANT SCHEDULE

Due to the short length of the Kid Zone Summer Program, policy requires that any changes on enrollment for previously reserved weeks (changing schedules) must be made **two full business days in advance**. Schedule changes that add programming require that the additional fees be paid at the time of the change. Each account will be limited to two changes during this 9 week program. Each additional change will be charged a \$10 administrative fee.

WITHDRAWAL FROM PROGRAM & REFUND POLICY

Kid Zone policy requires that any withdrawals, temporary absences, or cancellations from the program be made **one full calendar week in advance**. Failure to comply will result in payment being due for the day(s) or week your child is absent from the program. **The \$25 deposit paid per child will be forfeited upon cancellation/withdrawal of a reserved week. Refunds or credits for the weekly balance will not be issued unless a full calendar week's notice is received on a camp withdrawal.**

Policies and Procedures

If You Want Your Child to be a Self-Signer

Children that have completed 4th — 8th grades may sign themselves in and/or out of the program once a day with prior written authorization from the parent/guardian. The form, which can be obtained at your site, must be filled out before the child can be a self-signer. Times of arrival and departure for self-signing children will not be monitored by the program. The child must leave the school grounds once they have signed themselves out of the program.

SIGN IN & OUT POLICY

For the Safety of Your Child:

- Daily attendance is taken and recorded.
- DHS licensed programs require that a parent or authorized party sign a child in and out of the program each day by signing their full name along with the accurate date and time in blue or black ink. This policy applies to self-signers also.
- Individuals are required to show picture identification at any time to staff and/or until staff members can positively identify individuals authorized to pick up children.
- Always bring a picture I.D. to the site. Do not assume you will not need it.
- A child will not be released to an individual refusing to show picture identification.
- Only persons listed on the child's Emergency Information Card will be allowed to sign children out of the program. A sibling may sign out a program participant if he/she is listed on the registration form as an authorized signer.
- The child must leave the program once they have been signed out.
- Only the parent and/or authorized signers over the age of 18 may sign children in and out of the program if receiving DES. These children cannot be self-signers.
- Kid Zone site staff are not eligible to be authorized signers for participants.
- If an extreme emergency exists, the parent/guardian may call the Kid Zone administrative offices to authorize the emergency telephone release of their child to a designated person.

Both parents have the right to pick up a child and make changes to the child's account. If one parent has sole legal custody of a child, Kid Zone must have a legal document on file stating such. In sole custody cases, the parent who registered the child for the program must authorize all changes in enrollment information.

BEHAVIOR GUIDELINES

- Children will follow the Kid Zone rules at each site.
- Children in Kid Zone will be approached in a positive manner and treated with respect. Children will learn self-discipline, respect for others and how to make good choices.
- Staff will work with parents and the school to establish consistency for each child. Emphasis is placed upon each student taking responsibility for his/her own behavior.
- Appropriate behaviors are recognized and rewarded; misbehaviors are redirected.
- Children not responsive to redirection will be reminded to correct their behavior through loss of privileges and rewards. Children are expected to participate in activities without disrupting or preventing other children's participation.
- Parents will be kept informed of problems as they arise and may be asked to follow through at home in special situations.

If site staff determines that a child cannot benefit from Kid Zone or presents a danger to others, parents will be required to withdraw their child from the program. Other severe or continuous behavior problems will be handled through one or several of the following steps:

1. Immediate pick-up by parent
2. Immediate suspension for 1-2 days
3. In-Program Suspension
4. Behavior Contract
5. Immediate termination from Kid Zone

Parents are asked to work as partners with Kid Zone staff and respect our professional training. Any parent who is disrespectful or who threatens or harasses staff in any way will be asked to remove their child from the program.

Students with disabilities...

Kid Zone fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Students with disabilities who meet the essential eligibility requirements of Kid Zone will be permitted to participate in the Program. Reasonable modifications will be provided to afford a student with a disability meaningful access to the Program, unless demonstrated that the modification would be a fundamental alteration in the nature of the Program, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from a Program if that student, even with reasonable modifications, is so disruptive to the Program that other students cannot participate in the Program or are in danger.

Policies and Procedures

PROGRAM DATES

Summer runs from June 2nd - July 30th, 2010 and June 2nd - July 2nd, 2010 for our Summer School Site.

PROGRAM TIMES

Sites are open Monday - Friday 6:30 am - 6:00 pm.
Summer School Site is open Monday - Thursday 12:00 pm - 6:00 pm and Friday 6:30 am - 6:00 pm.

PROGRAM LOCATIONS

Tempe Elementary District

- **Broadmor - Summer School Site**, for children who have completed Kindergarten - 5th grades
- **Hudson - Middle School Camp**, for children who have completed 5th - 8th grades
- **Rover - Sports Camp**, for children who have completed 2nd - 5th grades
- **Ward - Regular Summer Camp**, for children who have completed Kindergarten - 8th grades

Kyrene District

- **Mariposa - Regular Summer Camp**, for children who have completed Kindergarten - 5th grades

SANITIZER

Sanitizer may be used during the Kid Zone hours. If a child is unable to use sanitizer, the parent/guardian must notify the staff.

FIELD TRIPS

Children will be participating in swimming and various field trips throughout the summer.

- All sites require participants to go on field trips, because there will not be supervision at the site during the scheduled field trip times.
- Parent/Guardian must provide advance written permission prior to a child's participation in a field trip.
- Please keep the list of scheduled field trips for your reference and be aware of the dates and times.
- Contracted school busses will be used to transport participants to all off-site field trips.
- Bus departure and arrival times may vary by 30 minutes for field trips.
- Field trip days, times, and destinations may change due to unforeseen circumstances which may include heat advisories. Adequate notice will be provided.

If your child is participating in TD #3 Summer School...

- It is highly recommended that you attend **Broadmor School** for the duration of Summer School. This school is located on the Summer School campus so transportation will not be needed for your child. On-Site field trips have been planned for this school. If you choose a different Kid Zone location, the TD#3 District will provide bussing to specific sites after Summer School for an additional fee. This must be arranged through the TD#3 School District.

If your child is participating in Summer School/Academy and will be bussed to one of our sites:

- They may miss field trips due to scheduling conflicts and no refund will be issued for that day, field trips are scheduled in February.
- Please be aware that Summer School/Academy bussing drop off times may interfere with Kid Zone field trip bussing departures.
- If the Summer School/ Academy bus arrives after the field trip bus departs, Kid Zone staff will not be on site when the child is dropped off at Kid Zone. Parents will need to find alternate care for that time.
- They will not be eligible for Sports Camp due to daily instruction/training.

SWIMMING & SUN SAFETY

General recreational swimming will be provided at one of the City pools. Remember to pack your child's swimming suit, towel, and sunscreen on swimming days. **Parents need to apply sunscreen to your child before they come to the site each day.** In addition, parents need to provide caps, sunglasses, light t-shirts and labeled water bottles to protect their child from sun exposure. We encourage parents to label their child's belongings to ensure your child receives his/her items back. If a heat advisory is in effect, Kid Zone may cancel swimming field trips for the day.

Kid Zone is not responsible for lost or damaged personal items as the site or on field trips.

**CHECK THE BACK TO SEE
2010 SUMMER FIELD TRIPS!**

Registration and Payment Information

Fee/Enrollment Schedule

The weekly fee includes field trips, snacks, and enrichment time.

Schedule A: 5 Days a Week (6:30am-6:00pm)	\$120/child/week
	\$110/addtl child/week
Schedule B: 3 Days a Week (6:30am-6:00pm)	\$90/child/week
Schedule C: 1/2 Day AM (6:30am-12:00pm)	\$90/child/week
Or 1/2 Day PM (12:30pm-6:00pm)	\$90/child/week
Schedule D: Summer School/Academy (see below)	\$90/child/week

Schedule D is in conjunction with the Tempe Elementary School District Summer School Schedules and the Kyrene School District Summer Academy. This schedule is available only for the dates indicated by the summer school/academy your child is attending. Schedule D is for Monday through Friday attendance.

- TD#3 Summer School at Broadmor: available 6/2-6/4 from 6:30-6:00pm, 6/7-6/30 Monday through Thursday 12:00pm - 6:00pm and Friday from 6:30am - 6:00pm, and 7/1-7/2 from 6:30-6:00pm.
- Kyrene #28 Summer Academy: available 6/7-7/2 only and is Monday through Thursday 11:45pm - 6:00pm and Friday from

KID ZONE REGISTRATION

- At the Social Services Office, on the 2nd floor of the Tempe Public Library, 3500 S. Rural Rd, Tempe, AZ 85282, Hours: Mon-Thurs, 8am-6pm and Fri, 8am-5pm

REQUIRED DOCUMENTS:

1. Completed Registration Form for each child.
2. Completed Emergency Form (blue card) for each child.
3. Immunization records for each child.
4. State issued Drivers License or Identification Card
5. Pay the activity/registration fee.
6. Pay any outstanding balance due on the family account.

SUMMARY OF FEES

- A \$30 non-refundable Activity Fee per child will be due at the time of registration for all participants.
- A \$25 non-refundable Registration Fee per child will be due at the time of registration for all participants not currently enrolled in Kid Zone.
- A \$25 non-refundable, non-transferable deposit per child will be required for each week you want to reserve and is payable at the time of registration. This \$25 deposit will be applied towards the total amount due for the reserved week. The \$25 deposit will be forfeited upon cancellation. Example: Fee is \$120 - \$25 deposit = \$95 balance due.
- Late pick up fees will be assessed for any pick-up which occurs after 6:00 pm or 12:00 pm for 1/2 day AM schedules. The site clock determines the late pick-up time. Only 3 late pick-ups are allowed during the summer.

ALL PARTICIPANTS

1 - 15 minutes late = \$10

Each additional 15 minutes = \$10

- A \$20 late payment fee will be assessed for payments received after the due date.
- A \$10 Change Fee will be assessed after two changes during the summer program have been processed.
- A \$25 NSF Fee will be assessed for each returned check. After the second occurrence on an account, personal checks will not be accepted.

Returned checks must be paid within 30 days or you risk being withdrawn from the program and the account being turned over for collection. Payments on returned checks must be made in full with cash, money order, cashiers check or credit card.

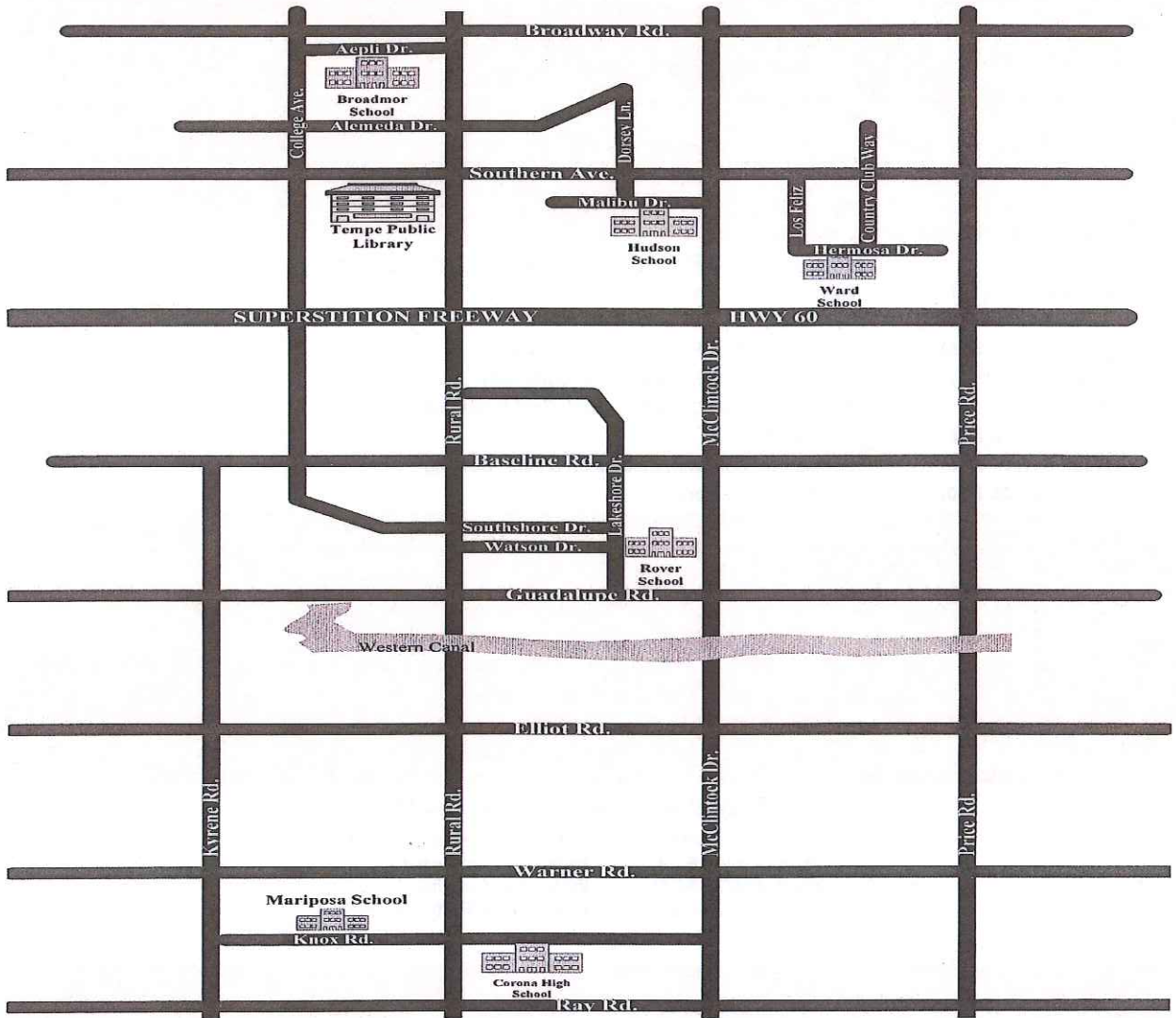
LATE PAYMENT POLICY

If payment is not received by the close of business on the 5th calendar day, a \$20 late payment fee will be assessed. Autopay accounts that are declined after the 5th calendar day will also be assessed a \$20 Late Payment Fee. If an Autopay account has two declines, the Autopay will be cancelled.

Summer 2010 Payment Schedule

Weeks	Dates	Due Date	Late Fee Added
1	6/2-4	5/28	6/2
2	6/7-11	5/28	6/2
3	6/14-18	5/28	6/2
4	6/21-25	6/18	6/23
5	6/28-7/2	6/18	6/23
6	7/5-9	6/18	6/23
7	7/12-16	7/9	7/14
8	7/19-23	7/9	7/14
9	7/26-30	7/9	7/14

Site Information



Broadmor - Summer School Site	311 E. Aepli Dr., Tempe, 85282	(480) 967-6599 (x4546)
Hudson - Middle School Camp	1325 E. Malibu Dr., Tempe, 85282	(480) 897-6608 (X6148)
Kyrene de la Mariposa	50 E. Knox Rd., Tempe, 85284	(480) 783-3225
Rover -Sports Camp	1300 E. Watson Dr., Tempe, 85283	(480) 897-7122 (x6829) (x6864)
Ward	1965 E. Hermosa Dr., Tempe, 85282	(480) 491-8871 (x5390)

Look Where We Are Going This Year!

Ward & Mariposa

Week 2 (6/7-6/11) -	Escalante Pool
Week 3 (6/14-6/18) -	Phoenix Children's Museum (K-1) & Arizona Science Center (2-5)
Week 4 (6/21-6/25) -	AMF Bowling
Week 5 (6/28-7/2) -	Pump It Up (K-1) & Kiwanis Wave Pool (2-5)
Week 6 (7/5-7/9) -	SEA LIFE Aquarium
Week 7 (7/12-7/16) -	Skateland
Week 8 (7/19-7/23) -	Fear Factor (on-site)
Week 9 (7/26-7/30) -	Mad Science (on-site)

Sports Camp @ Rover (completed 2nd-5th only)

Week 2 (6/7-6/11) -	Diamondbacks Baseball Game
Week 3 (6/14-6/18) -	Ken McDonald Golf Instruction (on-site) & Escalante Pool Swim Instruction
Week 4 (6/21-6/25) -	Polar Ice (4-5) & Phoenix Rock Gym (2-3)
Week 5 (6/28-7/2) -	Polar Ice (2-3) & Phoenix Rock Gym (4-5)
Week 6 (7/5-7/9) -	SEA LIFE Aquarium & Escalante Pool Swim Instruction
Week 7 (7/12-7/16) -	Skateland
Week 8 (7/19-7/23) -	Escalante Pool Swim Instruction & AMF Bowling
Week 9 (7/26-7/30) -	Sports Carnival (on-site)

Middle School Camp @ Hudson (completed 5th-8th only)

Week 2 (6/7-6/11) -	Sport Jump Arounnds (on-site) & Diamondbacks Baseball Game
Week 3 (6/14-6/18) -	West Chandler Aquatic Center & Bounce U
Week 4 (6/21-6/25) -	Polar Ice & Brunswick Bowling
Week 5 (6/28-7/2) -	Chandler Fashion Center/Harkins Theater & Water Slides (on-site)
Week 6 (7/5-7/9) -	SEA LIFE Aquarium & Stratum Laser Tag
Week 7 (7/12-7/16) -	West Chandler Aquatic Center & Skateland
Week 8 (7/19-7/23) -	Jump Street & Kiwanis Wave Pool
Week 9 (7/26-7/30) -	Game Truck (on-site) & DJ Dance Party (on-site)

Broadmor (Summer School)

Week 2 (6/7-6/11) -	Kid Zone Carnival (on-site)
Week 3 (6/14-6/18) -	Fear Factor (on-site)
Week 4 (6/21-6/25) -	Water Day (on-site)
Week 5 (6/28-7/2) -	Luau Dance Party (on-site)

Kid Zone Enrichment Program
City of Tempe
Social Services Department
3500 S. Rural Rd, 2nd Floor
Tempe, AZ 85282

Social Services Office Hours:
Monday—Thursday 8:00am—6:00pm
and Friday 8:00am—5:00pm
Phone Number: 480-350-5400
Fax Number: 480-350-5452
Tax ID #: 86-6000262

Website: www.tempe.gov/kidzone
Email: kidzone@tempe.gov